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21 JUL 1970

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director of Personnel for Plans and Control

SUBJECT : Annual Report for Fiscal Year 1970, Plans and Analysis Division

Summary:

1. The major planning development involved a project design for a joint survey by the Office of Personnel and the Career Services of the Professional Manpower Situation Facing the Agency in the Seventies. The objective was to relate in a coherent fashion the many fragments of the problem such as CT entry rate, succession development, accelerated promotion, inter-office and inter-directorate transfers, career patterns, promotion and retirement policies, being dealt with by committees, seminars, advisory groups as well as by the Office of Personnel itself. A systems approach was proposed by which the Office of Personnel would identify the potential for maintaining movement and development under present policies by establishing mandatory and eligible retirements for the decade, and the promotion patterns stemming therefrom. The Career Services would then estimate their requirements in terms of promotable people to determine the adequacy of the system to provide promotion and assignment opportunities. The results are to be reviewed by top management to determine the changes needed in our personnel management policies. Special studies in support of the central theme of Professional Manpower Flow and Development in the Seventies included a review of the One Grade Promotion Policy, Techniques for Increasing Flow such as the "up or out" policy of the Foreign Service, and the Development of the SP Career Model as a guide to the other services.

2. In the Regulations field we are generally current. We served as focal point for policy changes growing out of the administrative authorities adoption, particularly in the areas of Tours of Duty, Home Leave, Death and Retirement Benefits and in Travel Policy Committee matters. Four major proposals by the SIPS Group on ADP data base were reviewed in depth and the Office of Personnel history project advanced by completion of three unit histories, two monographs and the overview narrative covering the period from 1947 to 1952.

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Chief, Plans and Analysis Division
Office of Personnel

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